

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE  
FSC GROUP MAS**

**Cherokee Nation Technology Solutions, LLC  
777 W Cherokee Street  
Catoosa, OK 74015-3235  
Phone: (918) 430-3407  
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**Contract Number: GS-35F-513DA**

**Price List effective through Mass Modification A812, signed February 10, 2020**

**Period Covered by Contract: September 29, 2016 through September 28, 2021**

*For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov). On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.*

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## **Customer Information**

- 1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices.  
*Special Item Numbers: 54151S Information Technology Professional Services  
54151HEAL Health Information Technology Services  
OLM Order Level Materials*
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.  
*See Approved GSA Pricing*
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.  
*See below.*
2. Maximum order.  
*\$500,000*
3. Minimum order.  
*\$100*
4. Geographic coverage.  
*The Geographic Scope of Contract will be domestic and overseas.*
5. Point of production.  
*777 W Cherokee Street  
Catoosa, OK 74015-3235*
6. Discount from list prices or statement of net price.  
*Prices shown are NET Prices; Basic Discounts have been deducted.*
7. Quantity discounts.  
*Additional 1% for a single order greater than \$200,000*
8. Prompt payment terms.  
*0% - net 30 days from receipt of invoice or date of acceptance, whichever is later. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.*
- 9a. The Government purchase Card will be accepted for payment on orders below the micro-purchase threshold.
- 9b. The Government purchase Card will be accepted for payment on orders above the micro-purchase threshold.

10. Foreign items.  
*All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.*
- 11a. Time of delivery.
- | <i>SPECIAL ITEM NUMBER</i> | <i>DELIVERY TIME (Days ARO)</i> |
|----------------------------|---------------------------------|
| <i>54151S</i>              | <i>As Negotiated</i>            |
| <i>54151HEAL</i>           | <i>As Negotiated</i>            |
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.  
*As negotiated on the task order level.*
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.  
*As negotiated on the task order level.*
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.  
*As negotiated on the task order level.*
12. F.O.B. point.  
*Destination*
- 13a. Ordering address.  
*777 W Cherokee Street  
Catoosa, OK 74015-3235*
- 13b. Ordering procedures: *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.*
14. Payment address.  
*Attn: Accounts Payable  
P.O. Box 691270  
Tulsa, OK 74169-1270*
15. Warranty provision.  
*Not applicable*
16. Export packing charges, if applicable.  
*Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
*None*

18. Terms and conditions of rental, maintenance, and repair are *not applicable*.
19. Terms and conditions of installation are *not applicable*.
20. Terms and conditions of repair parts are *not applicable*.
- 20a. Terms and conditions for any other services.  
*See critical information section for SIN specific warranty information.*
21. List of service and distribution points:  
*777 W Cherokee Street  
Catoosa, OK 74015-3235*
22. List of participating dealers is *not applicable*.
23. Preventive maintenance is *not applicable*.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): *not applicable*.
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Number System (DUNS) number: *828447594*
26. Notification regarding registration in SAM.gov database: *57W48*

## **Terms And Conditions Applicable To SIN 54151S**

### **1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## 9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.  
The following is an example of the manner in which the description of a commercial job title should be presented:  
EXAMPLE: Commercial Job Title: System Engineer  
Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.  
Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.  
Minimum Education: Bachelor's Degree in Computer Science

## **Terms And Conditions Applicable To Sin 54151HEAL**

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

### **1. SCOPE**

- a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Multiple Award Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on the Multiple Award Schedule
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. ORDER**

- a. Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **3. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of Health IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. All travel will be agreed upon with the client prior to the Contractor's travel.

#### **4. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

#### **5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

#### **6. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

#### **7. INDEPENDENT CONTRACTOR**

All Health IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

#### **8. ORGANIZATIONAL CONFLICTS OF INTEREST**

##### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 9. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Health IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 10. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## 11. INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## 12. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## 13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 54151HEAL Health IT Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all Health IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: Health IT Subject Matter Expert

Minimum Experience: Ten (10) years.

Functional Responsibilities: Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/ redesign, clinical content development, and communications and training strategies for information technology solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.

## GSA Pricing

SIN	Labor Category	GSA Price
54151S	Applications Developer IV	\$71.59
54151S	Business Support Spec I	\$22.77
54151S	Business Support Spec II	\$26.19
54151S	Business Support Spec III	\$28.11
54151S	Computer Operator I	\$32.74
54151S	Computer Operator II	\$35.84
54151S	Computer Operator III	\$68.48
54151S	Computer Programmer III	\$43.44
54151S	Data Entry Operator I	\$23.18
54151S	Data Entry Operator II	\$28.44
54151S	Database Manager IV	\$76.92
54151S	Database Specialist II	\$30.31
54151S	Database Specialist III	\$34.17
54151S	Database Specialist V	\$52.37
54151S	Financial Analyst III	\$43.74
54151S	Help Desk Spec III	\$43.82
54151S	Oracle Database Admin V	\$85.16
54151S	Program Manager II	\$71.02
54151S	Program Manager IV	\$92.82
54151S	Project Manager	\$74.66
54151S	QA Specialist III	\$55.66
54151S	Subject Matter Expert I	\$80.91
54151S	Subject Matter Expert III	\$94.67
54151S	Systems Administrator	\$48.03
54151S	Web Support Specialist II	\$35.36
54151S	Web Support Specialist IV	\$50.91
54151S	Writer Editor III	\$56.90
54151HEAL	Trauma Center Coder I	\$34.43
54151HEAL	Trauma Center Data Entry Tech I	\$23.08
54151HEAL	Medical Equipment Electronics Eng Tech III	\$35.70
54151HEAL	Clinical Medical Research Quality Assurance Specialist V	\$72.82
54151HEAL	Medical Research Quality Control Specialist IV	\$65.45

### SERVICE CONTRACT LABOR STANDARDS MATRIX

Contract Labor Category	SCLS Equivalent Code – Title	WD Number
Business Support Spec I	General Clerk I - 01111	2005-2433
Business Support Spec II	General Clerk II - 01112	2005-2433
Data Entry Operator I	Data Entry Operator I - 01051	2005-2433
Data Entry Operator II	Data Entry Operator II - 01052	2005-2433
"The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (***)SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "		

## Labor Category Descriptions

**Job Title:** Applications Developer IV

**Functional Responsibilities:** Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and improve efficiency. Provides technical direction to programmers, as required, to ensure that program deadlines are met.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 3 years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.

**Job Title:** Business Support Specialist I

**Functional Responsibilities:** Will monitor, report and perform office duties. Responsibilities include monitoring, tracking and entering information and assisting with report development, assisting with the preparation of documents for research and mapping results, monitoring library, supplies, and other related office duties, and maintaining a proficiency with MS Word, Power Point and Excel.

**Minimum Education:** HS Diploma

**Minimum/General Experience:** Minimal experience in Office Support, Business Protocol and Administration Support

**Job Title:** Business Support Specialist II

**Functional Responsibilities:** Performs administrative, financial, accounting, or budget analysis. Provides clerical support and will have familiarity with PC computer-based systems and electronic mail programs. Will demonstrate a working knowledge of the Microsoft Office Suite and have familiarity with Internet Explorer or other similar web browsers. Will work as part of a group with changing priorities and deadlines. Assist in generating email and other forms of communications. May use computer software for credit card adjustments, budget management, and maintaining purchase logs. Will assist in meeting setup and facilitation.

**Minimum Education:** HS Diploma

**Minimum/General Experience:** Requires at least 4 years of relevant experience in Office Support , Business Protocol and Administration with a government agency.

**Job Title:** Business Support Specialist III

**Functional Responsibilities:** Performs administrative, financial, accounting, or budget analysis. Provides clerical support and will have familiarity with PC computer-based systems and electronic mail programs. Will demonstrate a working knowledge of the Microsoft Office Suite and have familiarity with Internet Explorer or other similar web browsers. Will work as part of a group with changing priorities and deadlines. Assist in generating email and other forms of communications. May use computer software for credit card adjustments, budget management, and maintaining purchase logs. Will assist in meeting setup and facilitation. Assists with the preparation of documents for research and mapping results. May be responsible for managing basic tasks and directing lower level staff.

**Minimum Education:** BS/BA

**Minimum/General Experience:** Requires at least 6 years of relevant experience in Office Support , Business Protocol and Administration with a government agency.

**Job Title:** Computer Operator I

**Functional Responsibilities:** Provides basic support in creating and/or maintaining operating systems, communications software, database packages, compilers, repositories, and utility and assembler programs. May perform simple software modifications for existing software.

**Minimum Education:** BA/BS

**Minimum/General Experience:** Minimal experience in system analysis, system programming, application programming, or equipment analysis.

**Job Title:** Computer Operator II

**Functional Responsibilities:** Creates and/or maintains operating systems, communications software, database packages, compilers, repositories, and utility and assembler programs. Modifies existing software and develops special-purpose software to ensure efficiency and integrity between systems and applications.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 3 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, or equipment analysis.

**Job Title:** Computer Operator III

**Functional Responsibilities:** Creates and/or maintains operating systems, communications software, database packages, compilers, repositories, and utility and assembler programs. Modifies existing software and develops special-purpose software to ensure efficiency and integrity between systems and applications.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 5 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, or equipment analysis.

**Job Title:** Computer Programmer III

**Functional Responsibilities:** Uses IT equipment and languages to analyze systems requirements and devise program logic for business, management, communication, tactical, and technical problems. Develops detailed flowcharts and instructions for programs, general run diagrams, and process flowcharts. Develops tape layouts and record formats and adds additional data items necessary to accomplish work products.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 5 years of experience in IT system analysis and programming.

**Job Title:** Data Entry Operator I

**Functional Responsibilities:** This position works under close supervision and follows specific procedures or detailed instructions. Works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

**Minimum Education:** HS/GED

**Minimum/General Experience:** None

**Job Title:** Data Entry Operator II

**Functional Responsibilities:** Follows specific procedures or detailed instructions. Works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

**Minimum Education:** HS/GED

**Minimum/General Experience:** At least 2 years or relevant experience

**Job Title:** Database Manager IV

**Functional Responsibilities:** Provides highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the DBMS applications.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 6 years of experience in using current data base management system technologies and application design using various database management systems (DBMS).

**Job Title:** Database Specialist II

**Functional Responsibilities:** Serves the database needs of the end user by setting up databases, transferring data, testing the effectiveness of databases, modifying and adjusting databases performance and queries, and resolving database problems. Ensures the security of the database and establishes secure remote access.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 3 years of experience developing and working with databases

**Job Title:** Database Specialist III

**Functional Responsibilities:** Serves the database needs of the end user by setting up databases, transferring data, testing the effectiveness of databases, modifying and adjusting database performance and queries, and resolving database problems. Applies established database solutions to routine problems and performs routine database assignments that require a moderate level of skilled background experience and knowledge of established data processing requirements. Ensures the security of the database and establishes secure remote access.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 5 years of experience developing and working with databases

**Job Title:** Database Specialist V

**Functional Responsibilities:** Identifies the needs of the end user and ensures databases are setup to meet those needs. Will perform database setup, data transfer, testing, and/or oversee others performing these duties. Modifies and adjusts database performance and queries, and resolves database problems. Applies expertise in database procedures, recommends the redesign of databases, and develops database specifications. Plans the full range of database actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources. Solves difficult database problems using knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 9 years of experience developing and working with databases

**Job Title:** Financial Analyst III

**Functional Responsibilities:** Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Assesses products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Analyzes interrelationships between financial management requirements and automation solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Coordinates all aspects of complex financial application automation, requesting guidance only in extremely difficult situations. This labor category is offered only in conjunction with IT Professional labor categories.

**Minimum Education:** BA/BS

**Minimum/General Experience:** At least 10 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

**Job Title:** Help Desk Specialist III

**Functional Responsibilities:** Provides advanced user support for desktop and network devices and applications. Supports the maintenance and troubleshooting of client networks to include network printers. Responsible for running a variety of applications that may include: Windows WP for Windows, Word for Windows, Excel, Paradox for Windows, PowerPoint, Procomm and cc:Mail for Windows, etc. Experience installing and setting up IBM workstations. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum Education:** AA/AS

**Minimum/General Experience:** Requires at least 5 years of relevant experience in a business ADP environment, providing helpdesk support, or support in a technical troubleshooting role

**Job Title:** Oracle Database Admin V

**Functional Responsibilities:** Work with team leads to create and administrator database, data model and SQL scripts. Monitors and performs routine checks on development, test and production environments. Draws on experience installing and administering Oracle 12c instances and monitoring Oracle Enterprise Manager. Administration activities include utilizing direct experience with administration of Oracle instances. Works closely with various development teams to ensure proper use of Oracle features, best practices, and adherence to client database standards. Trains and mentors developers in Oracle development methodology and best practices. Tunes complex Oracle SQL proactively & reactively as required. Rewrites SQL queries where necessary. Designs, implements, and maintains capacity planning for client database systems. Performs database upgrades as required. Applies database/CRS patches, PSU's, Bundle Patches, etc. as required. Helps design, maintain, improve and implement monitoring tools.

**Minimum Education:** BA/BS

**Minimum/General Experience:** 5 years of related database analysis and/or administration experience.

**Job Title:** Program Manager II

**Functional Responsibilities:** Works closely with senior management in aspects of operational and financial oversight. Manages and directs activities in the planning, development, implementation, monitoring, and supervision of programs, services, and employees of the facility. Coordinates and participates in the strategic planning, development, and implementation of new business. Ensures employees have the necessary tools and training to perform their jobs in compliance with company policies. Ensures that programs functions in a manner that satisfies contractual obligations, and develops timely and accurate reports on the status of program operations. Focuses on consistent quality of all services by developing and maintaining an environment promoting excellence in all operations. Develops and implements strategies and action plans that will achieve and enhance operational and financial objectives.

**Minimum Education:** BS/BA

**Minimum/General Experience:** Must have 5 years of IT experience, including at least 4 years of IT project management.

**Job Title:** Program Manager IV

**Functional Responsibilities:** Works closely with senior management in aspects of operational and financial oversight. Manages and directs activities in the planning, development, implementation, monitoring, and supervision of programs, services, and employees of the facility. Coordinates and participates in the strategic planning, development, and implementation of new business. Ensures employees have the necessary tools and training to perform their jobs in compliance with company policies. Ensures that programs functions in a manner that satisfies contractual obligations, and develops timely and accurate reports on the status of program operations. Focuses on consistent quality of all services by developing and maintaining an environment promoting excellence in all operations. Develops and implements strategies and action plans that will achieve and enhance operational and financial objectives.

**Minimum Education:** BS/BA

**Minimum/General Experience:** Must have 8 years of IT experience, including at least 3 years of IT project management.

**Job Title:** Project Manager

**Functional Responsibilities:** Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis through testing, using Internet/intranet technology. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

**Minimum Education:** BS/BA

**Minimum/General Experience:** Must have 3 years of progressive working experience as a computer specialist or a computer systems analyst, to include leading projects involving Internet/intranet/web application development or equivalent leading-edge technology.

**Job Title:** QA Specialist III

**Functional Responsibilities:** Responsible for the QA of client systems, both existing and new. Interprets and understands requirements for new and existing systems, and subsequently creates QA test plans and scripts that adhere to those requirements. Runs testing sessions based on test scripts and documents all results. May maintain an IT test lab schedule for internal and external installations and updates, QA testing, and demonstrations. Coordinates with all applicable parties in following established production installation procedures. May manage tasks and activities of more junior QA Specialists.

**Minimum Education:** BS/BA

**Minimum/General Experience:** Requires a minimum of 5 years of relevant IT experience in a mid- to large-sized environmental and knowledge of system protocols and methodologies.

**Job Title:** Subject Matter Expert I

**Functional Responsibilities:** Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

**Minimum Education:** BS/BA

**Minimum/General Experience:** At least 5 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

**Job Title:** Subject Matter Expert III

**Functional Responsibilities:** Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

**Minimum Education:** BS/BA

**Minimum/General Experience:** At least 10 years of combined new and related older technical experience in the IT field directly related to the required area of expertise.

**Job Title:** Systems Administrator

**Functional Responsibilities:** Organizes and directs network installations on site surveys. Assesses and documents current site network configurations. Directs and leads preparation of engineering plans and site installation technical design packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

**Minimum Education:** BS/BA

**Minimum/General Experience:** Requires a minimum of 5 years of specialized experience, including supervision of installation technicians.

**Job Title:** Web Support Specialist II

**Functional Responsibilities:** Develops mockups of new webpages including color schemes, layout, and other design aspects. Writes code in HTML or CSS to generate production. Collaborate with development teams including project lead, programmers, and project sponsors (as needed). Participates in the lifecycle deployment of code from development, quality assurance and production tiers. Prepares templates for webpages and maintains the webpage updating content, operation information, and layout as needed. Works with project leads and developers to create posters, presentations and other outreach materials. Provides web and graphic design and development expertise toward aspects of the application development process.

**Minimum Education:** AS/AA/ Relevant Certification

**Minimum/General Experience:** A minimum of 4 years of relevant experience with Web development tools (i.e. Illustrator, Photoshop, InDesign, and Dreamweaver).

**Job Title:** Web Support Specialist IV

**Functional Responsibilities:** Maintains websites in a constant state of accessibility. Responds to feedback from appropriate sources and makes corrections to published web content as needed. Constructs draft webpages on developmental servers by programming text and graphics into an agreed-upon system of templates and incorporating them into the overall site structure. Modifies webpage templates or develops new page templates, if needed, to meet new demands for the presentation of content. Works with the task manager, outreach team members, and/or subject matter experts to determine page design needs or other multimedia needs. Upload updated documents, website links, graphics, webpages, PowerPoint slides, multimedia products, or other digital files as requested.

**Minimum Education:** BS/BA

**Minimum/General Experience:** A minimum of 6 years of relevant experience.

**Job Title:** Writer Editor III

**Functional Responsibilities:** Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

**Minimum Education:** AA/AS

**Minimum/General Experience:** A minimum of 5 years of relevant experience with at least 2 years of specific experience in editing documents, including technical documents.

**Job Title:** Trauma Center Coder I

**Functional Responsibility:** Collect comprehensive, accurate medical data relating to trauma patients by abstracting all trajectories of health care, verify and update all information compiled. Enter medical data into the software application in a timely manner. Perform coding of injuries, procedures, and causes of injuries using standard medical record references, specifically ICD-9/10 codes. Assign diagnoses AIS and ICD-9/10-CM codes, and complete ISS and other calculations for an average of 17 records per week. Correct audited inaccuracies.

**Minimum Education:** Bachelor's degree

**Minimum/General Experience:** 2 Years

**Job Title:** Trauma Center Data Entry Tech I

**Functional Responsibility:** Enter comprehensive, accurate medical data relating to trauma patients related to all trajectories of health care, verify and update all compiled medical data into the software application in a timely manner. Perform coding of injuries, procedures, and causes of injuries using standard medical record references, specifically ICD-9/10 codes. Assign diagnoses AIS and ICD-9/10-CM codes, and complete ISS and other calculations for an average of 17 records per week. Correct audited inaccuracies.

**Minimum Education:** Bachelor's degree

**Minimum/General Experience:** 2 Years

**Job Title:** Medical Equipment Electronics Engineer Tech III

**Functional Responsibility:** Assist with regulatory oversight for the scheduled and unscheduled services of all medical equipment. Perform duties typical of level III technicians. Perform duties of installation, maintenance, repair, etc., on less complex equipment that may be used as a standalone or as a component of a complex medical electronic system, with the latter requiring consideration of the larger system and its associated health care hardware and software infrastructure network.

**Minimum Education:** Bachelor's Degree

**Minimum/General Experience:** 3 Years

**Job Title:** Clinical Medical Research Quality Assurance Specialist V

**Functional Responsibility:** Assist with Quality Assurance in a Clinical Medical Research setting. Review and assess existing clinical quality assurance efforts. Develop clinical quality management plans and materials to support the medical research program. Assist in the internal assessment of adherence to clinical protocols, ethical requirements, as well as relevant DoD and FDA regulations and guidance. Complete routine audits of clinical study documentation and procedures to ensure adherence to, above. Identify areas of deviation from protocols, ethical standards, regulations and or guidance, and recommend corrective actions. Document resolution of findings, analyze data and report noncompliance to appropriate individuals. Assist with document control system; prepare documents for review and signature, maintain a tracking system for status of SOPs and SSPs, issue SOPs/SSPs both electronically and hard copy, distribute revisions as required. Must have demonstrated knowledge and experience in the application of US Code of Federal Regulations (CFR) and ICH E6 in relation to Good Clinical Practice (GCP) in a quality environment. Knowledge of Good Laboratory Practice (GLP) and Good Manufacturing Practice (GMP) regulations and guidance desirable.

**Minimum Education:** Bachelor's degree

**Minimum/General Experience:** 6 Years

**Job Title:** Medical Research Quality Control Specialist IV

**Functional Responsibility:** Implement and maintain quality assurance and quality control within the medical setting. This includes using written regulations, policies and standard operating procedures to ensure that medical research studies are conducted and data generated, documented, and reported are in compliance with the animal or human research protocol. Audit ongoing research-protocols, and conduct on-site surveillance of the subject's consenting process (as required) to ensure that the investigators' practice is in conformance with applicable regulations, policies, and ethical principles. Follow up on the corrective actions of noted deficiencies and compliance related issues to ensure that the correction plans are in place and on schedule. By vigilant monitoring, ensure that planned and systematic actions are established, and that each study is performed in compliance with all applicable regulatory requirements. Arrange with investigator or other study personnel to conduct audits, prepare and maintain audit reports of ongoing research projects. Prepare and maintain reports of audit conducted. Secure records of audits in one location for the length of time specified by regulations. Review the final study report and documents to assure accurate disclosure of methods, SOPs and accurate reflection of raw data. Prepare final audit statements that provide dates of inspections and dates of when findings were reported to management. Routinely inspect/audit systems of the study, processes (all operation required to conduct a study) such as personnel, IT, equipment, SOPs and the laboratory. Assist with the development of standardized checklists for monitoring compliance of a study with Good Clinical Practices and Good Laboratory Practices, as needed, and regulatory requirements. Assist with amendments, continuing review reports and final reports for approved research studies. Review reports to ensure completeness. Assist with the coordination in the issuing and the task area manager's annual review of investigators laboratory notebooks. Maintains index of all notebooks. Assist with coordinating the completion of the protocol closure and final report documents for medical research studies.

**Minimum Education:** Bachelor's degree

**Minimum/General Experience:** 4 Years